



JENNIFER M. GRANHOLM
GOVERNOR


STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

ROBERT L. EMERSON
DIRECTOR

February 26, 2007

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Robert L. Emerson
State Budget Director 

SUBJECT: Executive Directive 2007-7, Restrictions on Expenditures
for Membership in Associations and Organizations

Executive Directive 2007-7 establishes restrictions for membership in organizations for Executive Branch departments and autonomous agencies through September 30, 2007.

This memorandum supersedes and replaces the November 26, 2003, communication on this topic and outlines procedures necessary to implement Executive Directive 2007-7.

Restrictions on Payment of Membership Dues

No department or agency shall pay dues for membership in an association or organization without prior review and approval by the State Budget Office.

Any new or renewal membership on behalf of the state as a whole, a department, an agency, or a unit within a department is subject to these membership restrictions.

No state funds may be expended for new or renewal membership in associations and organizations unless the department demonstrates to the State Budget Director that the membership meets one or more of the following criteria and the State Budget Director authorizes payment:

1. The financial benefit of the membership to the state outweighs the cost of the membership.
2. The membership has the potential to generate federal or other non-state funds for use by the State of Michigan.
3. The membership is mandated by law, required by Civil Service job classification, or required by collective bargaining agreement.
4. The membership is necessary to protect the health, safety, defense, or well-being of Michigan residents and visitors.

The department director or his/her designee must establish procedures to ensure the cost of the membership is the lowest membership rate available. The membership cost must be the minimum cost required for membership in the association or organization.

The attached form (signed by the department director or his/her designee) may be used to request prior authorization for payment of new or renewal memberships. The attached form may also be used to secure payment authorization for a membership in situations where an exception to the abovementioned restrictions may be warranted. This form is also available on the State Budget Office Web site at <http://www.michigan.gov/budget>.

I appreciate your cooperation in implementing this directive. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director at (517) 373-0870.

Attachments:

- 1) Membership Dues Authorization Form DMB 100d (<http://www.michigan.gov/budget>)
- 2) Executive Directive 2007-7

cc: Mary A. Lannoye, Chief of Staff
Teresa Bingman, Deputy Chief of Staff
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution

MEMBERSHIP DUES AUTHORIZATION
Authority: Executive Directive 2007-7

Instructions: Please complete and submit to: Nancy Duncan, Deputy State Budget Director.
(Please use one form for multiple memberships for same organization.)
All items must be completed. Incomplete forms will be returned to the agencies for resubmission.

Department/Agency	Bureau/Office
Division	Section/Unit
Membership Association or Organization Name: Address: City, State and Zip: Web Address:	Membership on Behalf of <input type="checkbox"/> State as a Whole <input type="checkbox"/> Department <input type="checkbox"/> Unit Within Department (Specify): _____ <input type="checkbox"/> Joint with Other State Agency (Specify): _____ <input type="checkbox"/> Individual Membership For (Name): _____
<input type="checkbox"/> New Membership <input type="checkbox"/> Renewal Membership	Membership Period Start Date Membership Period End Date
Membership Meets the Following Criteria <input type="checkbox"/> The financial benefit of the membership to the state outweighs the cost of the membership. <input type="checkbox"/> The membership has the potential to generate federal or other non-state funds for use by the State of Michigan. <input type="checkbox"/> The membership is mandated by law, required by Civil Service job classification, or required by collective bargaining agreement. <input type="checkbox"/> The membership is necessary to protect the health, safety, defense, or well-being of Michigan residents and visitors.	
Describe Purpose(s) of Association or Organization and Justification for Membership	
Total Cost (Enter Total Annual Cost) \$	
GF/GP (Enter \$ Amount or % to be Charged to GF/GP Funds)	
Federal (Enter \$ Amount or % to be Charged to Federal Funds)	Specific Federal Funding Source (in Words)
Other (Enter \$ Amount or % to be Charged to State Restricted or Other Funds)	Specific State Restricted or Other Funding Source (in Words)

↑ Signature (Department Director or Designee) ↑	↑ Date ↑
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Official Budget Office Use	Date Received	Request Number
Request Recommended <input type="checkbox"/>	Request Denied <input type="checkbox"/>	
↑ Budget Director or Authorized Signature ↑		↑ Date ↑

benefit to the State of Michigan of state participation in the organization or association outweighs the cost to the state, that participation in the organization or association has the potential to generate federal or other non-state funds for use by the State of Michigan, that participation is mandated by law, or that participation is necessary to protect the health, safety, defense, or well-being of Michigan residents and visitors. No department or agency within the Executive Branch of state government shall pay dues for membership in an association or organization, whether for the state as a whole, a department, an agency, a unit within a department or agency, or an employee or contractor, without prior review and approval by the State Budget Director.

B. Department directors and heads of autonomous agencies are responsible for determining situations where an exception to the restrictions imposed by this Directive are warranted and securing advance authorization from the State Budget Director.

II. ENFORCEMENT

A. State department directors and autonomous agency heads are directed to closely and regularly monitor expenditures for memberships to ensure close compliance with the spirit of this Directive and the efficient expenditure of tax dollars.

B. The State Budget Director shall take all actions necessary to enforce the requirements of this Directive, consistent with Michigan law. All departments and agencies shall assist the State Budget Office, as necessary, in implementing this Directive.

C. In exercising general supervisory control over the functions and activities of all administrative departments, boards, commissioners, and officers of the state, and of all state institutions, as required under Section 3 of 1921 PA 2, MCL 17.3, the State Administrative Board shall monitor compliance with the requirements of this Directive.

D. Violations of the requirements of this Directive shall be reported to the State Budget Director and to the Secretary of the State Administrative Board.

E. The State Administrative Board may take action to enforce the requirements of this Directive as authorized under 1921 PA 2, MCL 17.1 to 17.3.

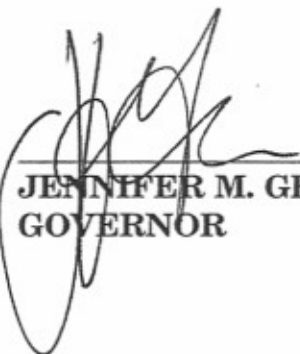
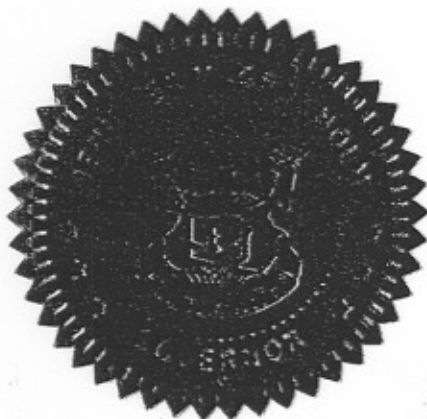
III. MISCELLANEOUS

A. Authorized expenditures of state funds for membership in an organization or association shall be conducted in the most cost-effective manner that is reasonable.

B. This Directive supersedes Executive Directive 2003-21, which is rescinded. Executive Directive 1995-1 remains rescinded.

C. This Directive is effective immediately and remains in effect through September 30, 2007.

I extend my sincere appreciation for your assistance and the continued hard work of state employees as we respond to the state's difficult fiscal condition.



JENNIFER M. GRANHOLM
GOVERNOR